CAP 110 Purchasing and Receiving

Daily Objectives A:

1. Demonstrate proper storeroom controls.
2. Demonstrate proper purchasing procedures.
3. Demonstrate proper receiving procedures.
4. Complete assigned inventories.
5. Work on assigned test and work sheets as time allows.

**Daily Objectives B:**

1. Issue product according to requisition and menu demand (menu pulls).
2. Maintain receiving clerk’s daily log.
3. Maintain a storeroom requisition sheet.
4. Clean storeroom area.
5. Inspect and clean walk-ins.

**Weekly Objectives:**

1. Compile orders using short sheet, inventories, par sheets, and menus.
2. Prepare purchase orders. Use computer ordering systems when possible.
3. Place or transmit orders.
4. Receive supplies.
5. Properly store supplies.